

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-025

OPENING DATE: 6 February 2004

CLOSING DATE: 8 March 2004

ANTICIPATED FILL DATE: 11 Apr 04

### POSITION TITLE AND NUMBER

Materials Handler (Exc Indef)  
PDCN 70165000, MD #: 1622-738V

### UNIT/ACTIVITY AND DUTY LOCATION

United States Property and Fiscal  
Office (USPFO-SW), NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY

WG-6907-06 \$13.24 - \$15.43 per hour

### EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 18 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Skill in setting up and rotating storage locations.
2. Skill in determining shortage and overage in inventory; inspecting items to determine fair, wear and tear.
3. Ability to read and interpret technical publications, manuals, and regulations.
4. Ability to answer questions, and check the work performance at the next lower level.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 63, 89, 92; MOS 77F/88H/M/N/Z)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Assists in the development of plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow. In larger warehouse facilities, the incumbent may participate in developing storage and space utilization plans in accordance with materials storage areas. The assignment may include insuring the safe receipt, storage, and movement of hazardous items such as ammunition, explosives, chemicals, or radioactive materials in accordance with facility and regulatory requirements. In smaller warehouses, the incumbent serves as the senior non-supervisory worker of the facility, laying out storage space, establishing item locations, determining organization and arrangement of stock, identifying high and low usage items. Serves as the senior member of a warehouse project team comprised of material handlers involved in a special project such as relocating a major commodity or equipment group, or setting up a new commodity group area. Prepares items for processing, utilizing appropriate Standard Army Management Information System (STAMIS) such as computer terminal and bar code reader to read, store, track and prepare material documentation. Performs classification inspections for material within range of authority. Ensures formal accountability when receiving, storing or issuing. Insures that special documentation remains with materials throughout the storage/issue process, i.e. Material Safety Data Sheet (MSDS), Controlled Cryptographic Item (CCI) certificate, and applicable annexes, Departments of Army Form 581, Ammunition residue certificate. Performs quality assurance inspections of materials in storage. Prepares a variety of supply documents and reports. Coordinates incoming and outgoing shipments and placement of materials within docking area. Schedules personnel to facilitate movement in accordance with priorities, scheduling requirements and space allocations. Operates large warehouse perimeter vehicles such as cargo tractors, stake trucks, mobile cranes, and forklifts ranging in size up to 10,000 lbs. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas. May be required to store hazardous materials. This requires knowledge or specialized handling, storing, and safety procedures that can only be gained through formal course of study and on-the-job training to insure adherence to governing regulatory procedures and policies. Operates numerous hand and stationary power tools. Identifies, examines, classifies, accepts and disposes of a wide variety of materials and property including electronic equipment, aircraft and automotive components and assemblies. Determines physical condition and serviceability of material and property. Checks stock numbers and part numbers in supply catalogs to adequately identify property. Advises supervisor about inconsistent shipment information, defective material or property, and damage from shipping. Recommends action to be taken. Prepares statements of facts pertaining to loss, damage or destruction of property. Routes items to maintenance activity for technical inspections when defects, excessive wear, corrosion, missing parts or damage is discovered. Performs other related duties as required.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. The selected individual may be terminated upon receipt of a 30-day notice. 6. If this position becomes permanently funded the incumbent may be converted to permanent status without competition.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPIR-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1